

CATALOGUE
SHEPHERD STATE
TEACHERS COLLEGE



Issued June, 1936
SHEPHERDSTOWN, W. VA.



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JARRETT PRINTING COMPANY, CHARLESTON, W. VA.

OFFICIAL BOARDS

WEST VIRGINIA BOARD OF CONTROL
CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA

In the management of educational institutions, the State Board of Control has the direction of the financial and business affairs.

John Baker White, *President*.....Charleston, W. Va.
M. D. Carrico, *Treasurer*.....Terra Alta, W. Va.
C. P. Nelson, *Secretary*.....Huntington, W. Va.

STATE BOARD OF EDUCATION
STATE CAPITOL
CHARLESTON, WEST VIRGINIA

In the management of educational institutions, the State Board of Education has charge of all matters of purely scholastic nature.

W. W. Trent, *President*.....Charleston, W. Va.
Bernard McClaughertyBluefield, W. Va.
Charles G. Gain.....Martinsburg, W. Va.
D. N. Mohler.....Charleston, W. Va.
Mary Bachler Boyd.....Wheeling, W. Va.
Philip GibsonHuntington, W. Va.
A. B. White.....Parkersburg, W. Va.
David Kirby, *Secretary*

For information concerning the school write to

W. H. S. WHITE, *President*,
Shepherdstown, W. Va.

CALENDAR 1936-1937

First semester begins Tuesday, September 15, 1936.

Mid-semester reports made on Monday, November 15, 1936.

Thanksgiving Recess from Wednesday noon, November 25, 1936, to Monday morning, November 30, 1936.

Christmas Vacation from Friday evening, December 18, 1936, to Monday morning, January 4, 1937.

First semester ends Thursday evening, January 28, 1937.

Second semester begins Monday morning, February 1, 1937.

Easter Recess from Thursday noon, March 25, 1937, to Tuesday morning, March 30, 1937.

Mid-semester reports made on Monday, April 5, 1937.

Second semester ends Wednesday, June 9, 1937.

Summer term begins Monday, June 16, 1937.

Summer term ends Thursday, August 12, 1937.

FACULTY

W. H. S. White, A. M., Ped. D., President.

Elementary Education

A. D. Kenamond, A. M., Dean of Instruction.

History and Government

Mabel Henshaw Gardiner, A. M., Professor of History.

Literature

Ella May Turner, A. M., Professor of English Language and Literature.

Art

Addie R. Ireland, Instructor in Fine Arts.

Commercial Subjects

Etta O. Williams, B. C. S., Secretary to the President and Instructor in Commerce.

Latin and French

Jessie Trotter, A. M., Professor of Latin.

Geography, Economics and Sociology

W. R. Thacher, A. M., Professor of Economics and Geography.

Supervisor of Teacher Training

Florence Shaw, A. M., Associate Professor of Education.

Secondary Education

I. O. Ash, A. M., Ph. D. in Ed., Director of Training Schools and Professor of Education.

Home Economics

Mabel M. Hall, A. M., Professor of Home Economics.

Librarian

Stewart E. Arnold, A. B., Librarian.

Agriculture

John Newcome, A. B., Director of Athletics and Instructor in Biology and Agriculture.

Physics and Chemistry

Ernest Stutzman, A. M., Professor of Physical Sciences.

Supervisor of Teacher Training

Lena Gall Israel, A. B., Instructor in Education.

Composition and Journalism

Warren B. Horner, A. M., Associate Professor of English.

Physical Education for Women

Hazel Dilts, A. M., Instructor in Physical Education.

Mathematics

Daniel Edward Phillips, A. M., Ph. D., Professor of Mathematics and Associate in Psychology.

Biology

George H. Bretnall, A. M., Professor of Biological Sciences.

Music

Mildred J. Bartlett, Instructor in Music. (Resigned, June 1, 1936.)

Music and French

Carl J. Farnsworth, A. B., Instructor in Music. (Began service June, 1936.)

History

Ruth Scarborough, A. M., Ph. D., Professor of History. (To begin service September, 1936.)

Directed Teaching, Summer

Julia M. Brown, A. M., Primary Supervisor, Denver, Colorado.

TRAINING SCHOOL

Elementary School

Freel G. Welshans, <i>Principal</i>	Sixth Grade
Florence Grubbs.....	Fifth Grade
Georgina S. McKee.....	Fifth Grade
Mary Donley.....	Fourth Grade
Louise Rightstine, A. B.....	Fourth Grade
Rosalie Skinner, A. B.....	Third Grade
Eugenia Athey Lowe.....	Second Grade
Ruth A. Taylor.....	First Grade
Katherine Thompson, A. B.....	First Grade

Junior and Senior High School

K. W. Eustler, A. M., <i>Principal</i>	Mathematics, Social Studies
Gladys Hartzell, A. M.....	English
Cletus Lowe, A. B.....	Social Studies, Mathematics
Charles M. Derr, B. S.....	Science, Manual Training
Martha W. Allison, B. S.....	Home Economics
Agnes Calvin, A. B.....	French, Latin
Mary Hartzell Dobbins, A. B.....	Seventh Grade
Rachel Snyder, A. B.....	English, Social Studies

COMMITTEES

Credits

The Dean, The Registrar, The President

Commencement

Mrs. Israel, Miss Trotter, Dr. Ash

Diplomas

Mrs. Gardiner

Student Loan Fund

The President, Miss Turner, Mr. F. G. Welshans

Social

Miss Williams, Mr. Stutzman, Miss Hall

Lyceum

Miss Turner, Dean Kenamond, Miss Shaw

Assembly Programs

Miss Turner, Mr. Farnsworth, The President

CLASS OFFICERS

Senior Normal

Mrs. Gardiner and Miss Trotter

Junior Normal

Miss Turner and Miss Shaw

College Seniors

Dean Kenamond

Third Year College

Dr. Ash

Second Year College

Mr. Stutzman

First Year College

Miss Hall and Mr. Thacher

Unclassified Students

Mr. Bretnall

Special Students

Miss Ireland, Miss Williams, Mr. Farnsworth

SHEPHERD STATE TEACHERS COLLEGE

HISTORY

Shepherd College dates its founding as a State Normal School and Teachers College to an Act of the Legislature of West Virginia, passed February 27, 1872; but it had its incipiency in a classical and scientific school styled "Shepherd College," certificate of incorporation of which is on record at Charleston, January 12, 1872. As an inducement to secure a Normal School here the trustees of this private school offered its building to the State free of charge for use as a State Normal School, which offer was promptly accepted, and work under State control began in September, 1872. By authority of the State Board of Education it became a four year teachers college, July 1, 1930, and the 1931 Legislature changed its name to Shepherd State Teachers College.

LOCATION

The location of the college is most ideal. Situated in the charming old town of Shepherdstown, nestled on the cliffy crags of the beautiful and historic Potomac which sweeps in graceful curves across the Shenandoah Valley at this point, remarkably free from all insidious fevers and diseases, with wholesome social and moral atmosphere, an educated and cultured community, comparatively easy of access, it affords unsurpassed attractions and advantages to the earnest student.

The college is located on scenic and historic ground. To the east loom up the fine wooded sides of the Blue Ridge, and to the west those of North Mountain. The Potomac River flows past the town and affords fine boating and fishing, while on its northern bank is the old historic Chesapeake and Ohio Canal. To the south and north spreads out the broad, beautiful and historic Valley of Virginia. Three miles north is Sharpsburg and the battlefield of Antietam with its fine monuments and the National Cemetery, while some seventy miles to the south is the famous Luray Cavern. The same distance to the east is Washington, the National Capital. All of these things cannot fail to leave their permanent impress on the mind of the observant student.

HOW TO REACH SHEPHERDSTOWN

Shepherdstown is on the Norfolk and Western Railroad, which connects with the main line of the Baltimore and Ohio Railroad at Shenandoah Junction, six miles to the south; or with the Western Maryland Railroad at Hagerstown, Md., eighteen miles to the north.

Students who live on or near the Baltimore and Ohio lines will come via that road to Shenandoah Junction, from which point they may come via the N. & W. to Shepherdstown. The connections between these roads are at times so poor that many who come by that route find it more convenient to drive from Martinsburg to Shepherdstown, it being a comparatively inexpensive drive over eight miles of the Shenandoah Valley. Taxis may be secured at Martinsburg.

Those who live on or near the Western Maryland lines may come by way of Hagerstown.

Students from Pendleton, Grant, Hardy and Hampshire counties, and neighboring districts can come by bus via Romney and Winchester, Virginia, to Boyce, Virginia, and take the N. & W. train, leaving Boyce at 1:37 P. M. and arriving at Shepherdstown at 2.47 P. M.

CONDITIONS OF ADMISSION

Admission will be based upon graduation from a standard high school which according to the new rules of the State Board of Education means the completion of sixteen standard units. The following are strongly recommended English, 4 units; social studies, 2 units, including American history and civics or government; sciences, 1 unit; mathematics, 1 unit, including $\frac{1}{2}$ unit in arithmetic; vocational subjects, 2 units. It is provided that any curriculum prescribed or provided for in the new high school course of study for West Virginia may be accepted as meeting this requirement.

A student with fifteen units of approved high school work may be admitted on condition that the additional unit of work, in equivalent hours, is to be made up before the beginning of his second year.

By special order of the State Board of Education, teachers of experience and others preparing to teach who are at least twenty-one years of age may be admitted and assigned to such college work as they are able to carry. In making up any deficiency in high school work, six college hours may be substituted for a unit of high school work.

CREDIT FOR WORK DONE ELSEWHERE

Credit will be given students for satisfactory work done in other normal schools and colleges of the State, and also for work completed in such high schools, academies, seminaries, etc., as will be seen, in the estimation of the committee, to deserve accredited standing, or are accredited either by The Southern or North Central Associations. Before receiving such credit students must present a written statement from such schools, signed by the principal or superintendent, setting forth in detail the work satisfactorily completed there.

Credit from classified high schools in West Virginia will be accepted unit for unit, provided the work has been done according to the plan laid down by the State Board of Education.

These credits must be sent before the student's entrance to the President or to Dean Kenamond, Chairman of the Committee on Credits.

Suggested High School Curriculum for Prospective Teachers

Type curriculum for the ninth, tenth, eleventh, twelfth grades—recommended for high school students who are expecting to teach:

English	4 Units
Social Studies	3 Units
Science	2 Units
Mathematics	2 Units
Vocational Subjects or Languages.....	2 Units
In one of the preceding groups one additional unit..	1 Unit
Health, Physical Education, Art and Music.....	2 Units
 Total.....	 16 Units

HOW TO ENROLL

The student on the opening day of a term or semester should see the Registrar in the Library, fill out an enrollment card, and then pay the tuition fee to the Secretary found in the room adjoining the President's office. If any work has been done elsewhere, credits should be presented to the Dean, who will indicate in a general way the classification of any student. Students should then present themselves to their respective class officers (page 8), who will be found in their regular classrooms and will assist the student in making out programs of work. All students, except entering freshmen, should carry their "course books" or complete list of credits with them when consulting about class assignments. The class assignment card should then be exchanged for class tickets, which will be taken up by the instructor at the first class meeting.

CLASSIFICATION OF STUDENTS

Classification of students is made at the opening of the regular school year in September on the following basis: first year, less than 23 semester hours; second year, 23 to 50 semester hours; third year, 51 to 86 semester hours; fourth year, 87 or more semester hours; unclassified, mature students who lack a portion of the required units for high school graduation; special, students who wish only a partial schedule with major work in art or music or commercial subjects. Students entering for a later term or semester are classified on the basis of 32 semester hours for second year, 64 for third year, and 96 for fourth year.

AMOUNT OF WORK TAKEN

Thirty-six semester hours for the year is the maximum amount of work allowed. Thirty-four hours will usually prove sufficient for the average student. The student's first semester's work will be restricted to 16 hours, or 17 hours if physical education is included, and the work of any subsequent semester to 18 hours. The student's work in any subsequent semester will be limited to 16 hours, unless the quality of work has reached an honor point average of one. Exceptions to these rules may be made only on petition to the Committee on Credits.

EXPLANATION OF TERMS

A semester hour consists of one hour recitation with two preparation hours per week for eighteen weeks. Two laboratory or shop periods per week equal one hour's work. Periods are 60 minutes in length.

Program means the daily scheme of work.

LATE ENTRANCE

All students are urged to enroll on the first day of a semester or term, but sometimes the opportunity to attend school does not open up to the student until the term is well started. To avoid any disappointment on the late arrival, a student wishing to enter after the sixth day of a six weeks term, the ninth day of a nine weeks term, or the eighth

teenth day of an eighteen weeks term, should write the President for permission to enter late.

A fee of \$2.00 is charged for late registration.

ABSENCE FROM CLASSES

Students who are absent from classes may secure excuses at the President's office. If no excuse is granted a proportionate deduction is made from the final grade. If a student has been absent 15% of the class periods for any cause, no grade can be given without permission by the Committee on Credits.

To be accepted, the excuse must be presented to instructor within one week after the absence was incurred.

WITHDRAWAL AND CHANGE IN ASSIGNMENT

Students desiring any change in assignment or permission to withdraw from any other course should consult the Dean. Necessary withdrawals from school should be reported to the Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must also be reported, and financial clearance made, at the President's office.

MARKING SYSTEM

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; E—Condition; F—Failure; I—Incomplete; W—Withdrew before mid-semester; WP—Withdrew passing after mid-semester; WF—Withdrew failing after mid-semester; E—Condition, indicates unsatisfactory work. When the condition is removed the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily the final grade may be any of the four passing marks.

If the deficiency represented by I is not made up within a year, the grade I automatically becomes F.

In a typical, unselected group of 100 college students, we should normally expect to find approximately: A, 7; B, 23; C, 40; D, 23; F, 7.

Quality Points

A—3 quality points for each semester hour of credit
B—2 quality points for each semester hour of credit
C—1 quality point for each semester hour of credit
D—0 quality points for each semester hour of credit

Quality points are transferable among the colleges under the jurisdiction of the State Board of Education.

Honor Distinctions

Students with averages of 2.50 or above graduate with high honors.
Students with averages of 2.00-2.49 graduate with honors.

Any student who fails to pass on 50% of the work carried in any semester will not be permitted to enroll the following semester without permission of the President.

AVERAGE NECESSARY FOR GRADUATION

While D is the passing grade for any subject, a weighted average of C on all subjects, or a total number of honor points equal to total semester hours of credit, is required for graduation.

Candidates for degree for high school teaching must average C in each teaching field and in the twenty required hours of education.

SPECIAL CURRICULUM REQUIREMENTS FOR GRADUATION

Under courses of Study appearing later in this catalogue may be found a statement of constants and special requirements for the different degrees and diplomas.

As a member of The American Association of Teachers Colleges, Shepherd State Teachers College requires that at least one-third of the work toward any degree be elected from courses numbered 300 or above.

APPLICATION FOR GRADUATION

The Dean's office provides a blank form of application for graduation adapted to ready checking against requirements as to subject groups, either for a degree or for standard normal diploma. Students not in residence throughout the regular year in which they hope to meet requirements for graduation by summer term attendance should write for application for graduation not later than February 15.

Candidates for graduation are required to be present, in cap and gown, at commencement exercises in June of the year in which they complete the work for a degree or diploma.

ADMISSION TO DIRECTED TEACHING

Requirements for admission to directed teaching are as follows:

1. A weighted average of C on all work up to the time of admission, for directed teaching in either elementary or high school.
2. A weighted average of C on the teaching subject, for directed teaching in high school.
3. Reaching of prescribed standard in the required standard tests mentioned on page 22 and page 48.

ENROLLMENT AND TUITION FEES

The State Board of Education has adopted the following fees:

West Virginia Students.....	\$25.00 a semester
Non-Resident Students	75.00 a semester

An additional fee of \$5.00 per student per semester is charged for athletics and other student activities.

Summer School.....	\$25.00
Extension Courses.....	\$5.00 per semester hour

FEES FOR SPECIAL STUDENTS

For students doing less than full work of a semester, the fees are as follows: For 1 semester hour, \$5.00; for 2 semester hours, \$8.00; for 3 semester hours, \$10.00; and \$3.00 for each additional hour up to and including 8 semester hours, after which full tuition shall be charged.

Special fees for Summer School at \$15.00 up to 4 hours; above 4 hours the full fee is charged.

REFUNDING FEES

Students withdrawing from the college before the end of the second week of a semester may obtain a refund of three-fourths of the fees paid. Students withdrawing before the end of the fourth week of a semester may obtain a refund of one-half of the fees paid. After the end of the fourth week no part of the fees can be refunded.

For the Summer Term no fees are refunded after the end of the second week.

EXPENSES

Board and Room	\$180.00	\$180.00
Books and Stationery	25.00 to	30.00
Laundry	20.00 to	30.00
Tuition	50.00	50.00
 Total for Resident Students.....	\$275.00 to	\$290.00
 Total for Non-Resident Students.....	\$375.00 to	\$390.00

To this should be added traveling and incidental expenses, which will vary with the distance traveled in coming to the school, and the personal habits and inclinations of the student.

APPROVED DEFINITION OF RESIDENCE

The residence of a person under 21 years of age is fixed by the residence of his parents, *bona fide* guardian, or the parent with whom he makes his home.

NOTE: A person named as a guardian for the purpose of obviating this provision is not a *bona fide* guardian. A declaration of intended residence in the state of West Virginia shall not constitute citizenship within said state for the purpose of establishing residence under this provision.

A resident student is one whose actual *bona fide* residence is within the state of West Virginia.

A person who resides in another state and comes into West Virginia for the purpose of attending School, or for any other temporary purpose, must pay the tuition fee fixed for a non-resident student.

BOOKS

Students will do well to bring with them any books they may have, but should not purchase new books until they have enrolled and been assigned to their courses.

Students of the more advanced classes frequently have second-hand books for sale at from three-fifths to four-fifths of the original cost.

New books may be secured from the College Book Store, at approximately one dollar per semester hour of credit.

BOARDING

Dormitory—So far as accommodations allow, young women without relatives in town will room and board in the dormitory.

A reservation fee of \$5.00 should accompany each application for dormitory accommodations.

All the bed linen and toweling for the dormitory rooms are furnished by the State, but each student is requested to bring a pair of woolen blankets for the bed and also one small rug suitable for use before the dresser or study table or bed, also bathrobe and bedroom slippers.

Private Families—Many of the best homes in the town accommodate student roomers and boarders. Young women who fail to secure places in the dormitory take advantage of the privileges, and men also find accommodations with private families, where they seem to be well satisfied with their treatment. Board and room with private families varies from \$6.00 to \$8.00 per week.

The President has jurisdiction over these boarding places and persons who keep student boarders are required to enforce any regulation in reference to the conduct of students in their homes which he may from time to time find it necessary to prescribe.

STUDENT LIVING

The following is an order of the State Board of Education for all colleges where dormitories are maintained for women:

“The college authorities acknowledge only the relationships of: grandparents, parents and a married brother or sister as justifying a woman student to sign ‘Living with relations.’

“The college authorities do *not* recognize that a woman student may register to live with aunts, uncles, cousins, or friends. Such arrangements are looked upon as exceptional and will be granted by the Dean of Women only upon personal application of both parties and under very unusual circumstances.

“The Housing Regulations pertain to *all* women registering in colleges under control of the State Board of Education, regardless of age or marital status, and are in effect during all sessions, summer as well as spring and fall.

“A complete list of approved rooming houses for colleges under the supervision of the State Board of Education may be procured from the offices of Dean of Women.”

DORMITORY RULES

The following rules have been adopted by the State Board of Control:

1. No person shall room in the dormitory who does not board there.
2. No student who is not a resident of the State of West Virginia shall room in the dormitory, except by special permission.
3. The rates are as follows:

Board per week.....	\$4.50
Rooms, per week, per person.....	.50

Each application for dormitory accommodations must be accompanied by a fee of \$5.00 which will be applied toward payment of dormitory fees. In no case will fees be returned.

The rules and regulations for the government of the dormitory are designed to meet the intellectual, social and moral needs of the students and are rigidly enforced. Any student who steadfastly refuses to conform to the regulations shall be dismissed from the school. No deductions are made on account of absence from the dormitories except at the regularly scheduled holiday vacations, and in cases of illness.

Students are required to replace all broken or useless electric light globes in their rooms during their occupancy.

STUDENT LOAN FUND

A few years ago a student loan fund amounting to about \$150 was contributed by alumni of the school, and several worthy young people have already been aided. The class graduating in 1917 invested \$100 in a Liberty Bond, and the faculty at the same time invested \$50, both contributing thus to the loan fund. Since that time the contributions have been increasing in number until the fund now approaches \$500.

The Y. W. C. A. contributed \$50 to the fund in 1927. Miss Ella M. Turner also makes a contribution of \$50.00 annually.

The class of 1926 left \$150 as a class fund which is to supplant the Student Loan Fund.

The fund is in charge of W. H. S. White, president of the school and ex-officio chairman of the loan committee; Ella M. Turner, member of the faculty and alumni; and F. G. Welshans, president of the alumni association. Applications or loans from the fund should be made to the president of the school.

Last year students were loaned \$1,000 from the West Virginia Knight Templar Student Loan Fund. This is a great boon to deserving students. The amount is limited to \$250 a year to each student.

RELIGIOUS INFLUENCES

It is not to be supposed because this is a State School and in no way connected with any religious denomination or sect that it encourages

any the less character building and religious living. On the contrary, it is often found that the moral and religious atmosphere that prevades State schools such as this is in every way wholesome and as conducive to upright Christian living as that of schools which are under the domination of some religious sect.

Students are expected to attend at least one service each Sunday in the church of their choice. Shepherdstown has most excellent advantages in this regard, there being now fewer than seven churches having regular services, presided over by a clergy of unusual ability for so small a town. Students are welcomed to their services by both pastor and congregations and find here a pleasant church home. Most of the students are active workers in the Sunday schools and churches, as are also members of the faculty, most of whom are active members.

A Young Woman's Christian Association and a Young Men's Christian Association are active organizations of the college.

SOCIAL DIVERSIONS

Social diversions of a pleasing and cultural character are not lacking at Shepherd College. Receptions are given each year by the faculty and the various students organizations. All these functions are given under proper supervision and they do much toward bringing about the cordial and sympathetic relationship between faculty and students that is so characteristic of this school.

GENERAL REGULATION ON DISCIPLINE

The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else.

The president and faculty shall have authority to formulate specific regulations for the administration of this provision.

TRANSCRIPT OF CREDIT

At the end of any semester or term, students who wish to discontinue their work or to transfer to another institution may secure transcripts of their credit and certificates of honorable dismissal by applying to the Dean, and submitting clearance slips from the Book Store, Library, Dormitory and Treasurer that all bills are paid. No charge is made for the first transcript, but each copy thereafter will be charged for at the rate of one dollar (\$1.00) per copy. Carbon copies of transcript are charged for at the rate of 25 cents per copy.

EQUIPMENT

BUILDINGS

The school has now six large and commodious buildings in which to carry on its work. The oldest of the six is the original Shepherd College, now McMurran Hall. This was transferred by perpetual lease to the Board of Trustees of Shepherd College of Shepherd Brooks, Esq., of Boston. This board, which is a self-perpetuating body, put the building at the State's disposal for normal school purposes at the school's first founding; and it was the sole home of the school continuously until 1897, when the school occupied a new building erected just north of the College, which was destroyed by fire in the spring of 1901. The "Old College" is now used for the Biology work, as a music hall and is also headquarters for the literary societies. It contains six commodious rooms.

Adjoining the above is Reynolds Hall (the old Town Hall), which was erected in 1889 by the citizens of Shepherdstown and was put at the disposal of the school. It was used until recently for commencement exercises, lectures, receptions, etc., and was the place for holding chapel exercises. It is now used for theatricals and the speech arts.

The main college building, Knutti Hall, was completed and first occupied in the spring of 1904. It is thoroughly modern and well appointed. The basement contains a large gymnasium, lavatories, toilet rooms, a manual training shop and laboratories for the physics and geography departments. The first floor contains the President's office, Dean's office, library, cloak rooms and six commodious class rooms. On the second floor are found a fine auditorium, with seating capacity of about seven hundred, five class rooms, Y. W. C. A., etc. This building, as also the other, is heated by hot water. The boiler room is a short distance from the main structure. The building is lighted by electricity.

WHITE GYMNASIUM

In a climate like ours, where much of the year the weather is unfit for out-of-doors sports, it is essential that schools have gymnasiums of dimensions adequate to admit of various indoor games and exercises, and equipped with all needed appliances for the development of the physical man. Shepherd State Teachers College possesses such a gymnasium in its new physical education building. It has ample room for basketball, tennis and indoor baseball, and is used continuously by the students. Physical education classes are held in this building and are open to both sexes.

FAIRFAX FIELD

This fine field lies in the rear of Miller Hall and is entirely adequate for all open air games, football, baseball, hockey and track.

MILLER HALL

This hall for women is a three-story colonial dormitory just two squares from the main building. It is modern in every detail and offers advantages that have been demanded by our patrons for some years. The dining room with a capacity of one hundred or more, laundry, kitchen, serving room and the heater room are on the first floor. On the second floor are a large reception room, a rest room, library and nine bed rooms 15-12. Each bed room contains two closets with shelves and lavatory with hot and cold water. Bath room and lavatories are found at each end of the corridor. The third floor contains thirteen bed rooms, a hall and lavatories. The east, north and south sides have porches. All inquiries concerning room should be addressed to the President of the school, or to Miss Mabel Hall, Dean of Women.

RUMSEY HALL

The Men's Dormitory in the center of town is of red brick, contains twenty-seven bed rooms, two reception rooms, and is equipped with bath rooms, lavatories, electric light and steam heat. All meals are served in the dining room at Miller Hall.

Reservations may be made by applying directly to the President.

LABORATORIES

The Biology Laboratories occupy three rooms equipped to meet increasing needs growing out of the enriched curriculum. They are plumbed for water and furnished with biological tables accommodating thirty-two students at one time. An excellent collection of zoological specimens has been made and a school garden on the ground offers opportunity for illustrative work. This is one of the best equipped laboratories for botany, zoology, nature study, etc., to be found anywhere.

The Chemistry Laboratory has accommodations for twenty-four students at one time, and is equipped with all necessary chemicals and apparatus for standard work in first and second year college chemistry. A blau gas system renders the heating the same as with natural gas.

The Physics Laboratory is well supplied with demonstration apparatus and complete sets of apparatus for individual experiments.

Numerous geological specimens, maps, tellurians and charts meet the needs of geography for illustrative teaching.

THE HOME ECONOMICS COTTAGE

The Domestic Science Department is fitted with an electric range, an oven, tables for twenty-four students, and all necessary culinary apparatus for individual and group work. For domestic art six Singer sewing machines and several cutting tables are provided. The new Home Economic Cottage recently equipped is one of the most admired and artistic buildings on the campus.

LIBRARY

The library occupies a handsome and exceptionally well lighted room adjoining the study hall. It is open from 8:10 a. m. until 5:00 p. m. every school day and from 9 a. m. to 12 m. on Saturdays. Books may be taken out and kept not exceeding two weeks. It contains about 15,000 well-selected bound volumes and several hundred pamphlets, periodicals and magazines. The library is used also as a reading room, and on tables and racks may be found about eighty of the best current magazines, periodicals and newspapers.

STUDENT ACTIVITIES

Young Women's Christian Association—The regular time of meeting is Thursday afternoon.

Young Men's Christian Association—The regular time of meeting is Tuesday evening.

The Picket—This school paper now in its forty-first year is issued twenty times a year by a staff of student editors with the approval and help of the faculty. The class in journalism offers regular credit.

County Clubs—Several years ago the students from each of the several counties of the eastern panhandle formed organizations which have been active in increasing fellowship among their own number as well as letting the home folks know through the county newspapers of their activities at Shepherd College.

Alpha Psi Omega—This is the National Honorary Dramatic Fraternity of the campus. It was founded at Fairmont State Teachers College in 1925 and chartered at Shepherd State Teachers College in 1932.

Membership in the fraternity is restricted to those who have done sufficient amount of dramatic work in high school to be qualified as a pledge. After one becomes a pledge a certain amount of points must be worked off and the formal examination successfully passed before he can be initiated into membership.

Forensic Society—Shepherd has always taken an active part in intercollegiate debating and oratory. All students interested in forensic work are urged to try out for either debate or oratory. Individuals are selected to represent the college in intercollegiate contests by eliminations held earlier in the season. English credit is given for participation in either debate or oratory.

During the year 1935-1936, with Dr. I. O. Ash as coach, Shepherd supported two debating teams, which participated in a total of twenty-seven debates, winning first place in the West Virginia State Tournament and second place in the South Atlantic Tournament at Rockville, S. C.

In the West Virginia Tournament Shepherd won by virtue of having one team win five contests, including the semi-final and final, while the other team won two out of three debates in the preliminaries. Teams met were West Liberty State Teachers College, Concord State Teachers College, Morris Harvey College (three times), and West Virginia Wesleyan College (three times).

In the South Atlantic Tournament Shepherd won nine out of twelve contests, meeting Guilford College (twice), Piedmont College, Waynesburg College, Presbyterian College, Maryville Teachers College (twice), Tennessee State University, Stetson University, King College, Atlantic Christian College and Charleston College.

In non-tournament contests Shepherd met Shippensburg State Teachers College (twice), Western Maryland College, Bridgewater College (twice), Colgate University and Syracuse University. Only two of these were decision debates, Shepherd winning one and losing one.

A chapter of Kappa Gamma, national honorary speech fraternity, was established at Shepherd in 1933.

Social Fraternities—Social fraternities are represented by the Phi Chi Sorority and the Theta Sigma Chi Fraternity.

The Student Association—This is directed by the student president, vice-president, secretary-treasurer and members of the student council elected two from each class.

This association has a committee on social activities, a committee on student publications, and a committee on athletics.

Award of athletic insignia and gold medals for intercollegiate orators and debaters are made through this association.

COURSES OF STUDY

Three courses of study are offered, as follows:

1. Standard Normal Course, consisting of two years and preparing for teaching in the elementary school.

2. College Course, consisting of four years in preparation for teaching in elementary school and leading to the A. B. degree in elementary education.

3. College Course, consisting of four years in preparation for teaching in high schools and leading to the A. B. degree in secondary education.

REQUIREMENTS FOR CERTIFICATION OF ELEMENTARY SCHOOL TEACHERS AND PRINCIPALS

A TWO-YEAR PROGRAM FOR THE TRAINING AND CERTIFICATION OF ELEMENTARY TEACHERS AND PRINCIPALS

Special Requirements in English, Arithmetic and Writing

In order to insure adequate preparation of teachers in certain fundamental subjects, students who are admitted to any of the curricula for elementary teachers must attain a definite standard in the following subjects: English, composition, spelling, and arithmetic—the eighth grade norm on a standardized test; and penmanship—70 on the Ayers' scale. Students who fail to meet the specified standards in these subjects will be required to do additional work for which no collegiate credit will be given.

It is suggested that all students considering preparation for teaching in high schools, not later than the beginning of their junior year, declare this intention to the Dean of the College, or Head of the Department of Education in which such preparation shall be completed. Such declaration should be accompanied and followed by successive proposals outlining courses to be completed in order that the students may complete effectively the requirements for certification and recommendation as outlined in this bulletin.

Recommendation of Candidate for Certificates

Each candidate for any certificate must be recommended by the faculty of the department of education, teachers college, or college of education of the university or college in which his resident requirements have been fulfilled. This recommendation will be based upon evidence of having completed in a satisfactory manner the certificate requirements of this bulletin; a proper professional attitude; evidence of good character and the average grade of the system of marking in use in the school, in each teaching field, and in the number of required hours of professional course; provided further than admission to Directed Teaching shall be subject to the foregoing rule (or the honor point average equivalent).

Subject Groups	Semester Hours Required	Minimum Hours Approved Required	Electives by Groups
I. English:			
(1) English Composition	5		
or			
English Composition	6		
(2) Children's Literature	2		
(3) Elect from following:			2-3
American Literature	3		

Subject Groups	Semester Hours	Hours Approved	Semester Minimum Hours Required	Electives by Groups
English Literature	3			
Bible as Literature	2-3			
Public Speaking	2-3			
Narrative Poetry	3			
Story Telling	3			
Library Work	3			
Minimum Hours Required			10	
II. Social Studies:				
(1) American History		6		
(2) Government			3	
(a) American (National)	3			
(b) State (Emphasis W. Va.)	3			
(3) Principles of Geography		3		
(4) Elect from following:		3		
History and Geography of West				
Virginia	3			
World Geography	3			
Geography of North America..	3			
Geography of Europe	3			
Economic Geography	3			
Minimum Hours Required			15	
III. Science:				
(1) Nature Study		3		
(2) General Biology		3		
Minimum Hours Required			6	
IV. Education:¹				
(1) Educational Psychology		3		
(2) School Management and Organization ²		2		
(3) Principle of Learning and Teaching Elementary School Subjects ...		6		
(4) Supervised Student Teaching	5			
(5) Elect from the following:			5	
Kindergarten and Primary				
Education	2			
Problem of Child Adjustment..	3			
Tests and Measurements	2			
Introduction to Teaching	2			
Rural Education	2			
History of Modern Education ..	3			
Minimum Hours Required			55	

¹To receive credit on Education, all such designated courses must be taught by an instructor or instructors of the Department of Education.

²To include training in types of school reports used in West Virginia.

Subject Groups	Semester Hours Required	Semester Hours Approved	Minimum Hours Required	Electives by Groups
V. Health and Physical Education:				
(1) Physical Education	4			
(2) Health Education	2			
Minimum Hours Required				6
VI. Music:				
(1) Introduction to Music	2			
(2) Public School Music	2			
Minimum Hours Required				4
VII. Art:				
(1) Introduction to Art	2			
(2) Public School Art	2			
Minimum Hours Required				4
VIII. Academic Subjects:				3
Minimum Hours Required				3
IX. Recapitulation:				
(1) Number Hours Required	51-52			
(2) Number Hours from Approved Electives		16-17		
(3) Total Hours Required				68

A FOUR-YEAR PROGRAM FOR THE TRAINING AND CERTIFICATION OF ELEMENTARY TEACHERS AND PRINCIPALS

I. English:

(1) English Composition	5	
or		
English Composition	6	
(2) Children's Literature	2-3	
(3) Elect from the following:		6-9
American Literature	3	
English Literature	3	
Bible as Literature	2-3	
Public Speaking	2-3	
Narrative Poetry	3	
Story Telling	3	
Library Work	3	
(4) Advanced Composition or Journalism (Newswriting)	2	
(5) Public Speaking or Library Science	2-3	
Minimum Hours Required		20

II. Social Studies:

(1) American History	6	
(2) American Government	3	
(3) State and Local Government	3	
(4) Principles of Geography	3	

Subject Groups	Semester Hours Required	Semester Hours Approved	Minimum Hours Required	Semester Hours Approved Required Electives by Groups
(5) Elect from following:			6	
History and Geography of West Virginia	3			
World Geography	3			
Geography of North America..	3			
Geography of Europe	3			
Economic Geography	3			
(6) Sociology	3			
(7) Economics	3			
				27
III. Science:				
(1) Nature Study	3			
(2) General Biology	6			
				9
IV. Education:				
(1) Educational Psychology	3			
(2) School Management and Organ- ization ²	2			
(3) Principles of Learning and Teach- ing Elementary School Subjects...	6			
(4) Supervised Student Teaching	5			
(5) Elect from following:			5	
Kindergarten and Primary Ed- ucation	2			
Problem of Child Adjustment..	3			
Tests and Measurements	2			
Introduction to Teaching	2			
Rural Education	2			
History of Modern Education..	3			
(6) Elementary School Adminstration	3			
(7) Supervision of Instruction	2			
(8) Elect from following:			5 to 11	
Educational Sociology	2			
Philosophy of Education	2			
Mental Measurements	2			
Investigations in Elementary School Subjects	2			
Psychology of Elementary School Subjects				
or				
Psychology of Childhood	3			
Supervised Student Teaching ..	2			
				30
				36

¹To receive credit on Education, all such designated courses must be taught by an instructor or instructors of the Department of Education.

²To include training in types of school reports used in West Virginia.

Subject Groups	Semester Hours Required	Hours Approved	Semester Minimum Hours Required	Hours Approved	Semester Minimum Hours Required
					Electives by Groups

V. Health and Physical Education:

(1) Physical Education	4	
(2) Health Education	2	
Minimum Hours Required		6

VI. Music:

(1) Introduction to Music	2	
(2) Public School Music	2	
Minimum Hours Required		4

VII. Art:

(1) Introduction to Art	2	
(2) Public School Art	2	
Minimum Hours Required		4

VIII. Recapitulation:

(1) Number Hours Required	75-78	
(2) Number Hours Approved Electives		22-30
(3) Electives		23-28
(4) Total Hours Required		128

IX. Each student preparing to teach above sixth grade must be prepared to teach two subjects departmentally by earning the minimum number of hours indicated as follows:

(1) English	30
(2) Social Studies	30
(3) Science	24
(4) Mathematics	10
(5) Health and Physical Education	24
(6) Music	24
(7) Art	16
(8) Practical Arts	13

X. Electives to make 128 hours.

REQUIREMENTS FOR CERTIFICATION OF HIGH SCHOOL TEACHERS

A PROGRAM FOR THE TRAINING AND CERTIFICATION OF TEACHERS AND ADMINISTRATORS FOR JUNIOR AND SENIOR HIGH SCHOOLS

The following requirements relating to the training of junior and senior high school teachers and administrators shall not be retroactive for any who have registered for teacher-training before the date of adoption by the State Board of Education (July 1, 1934); provided, however, any candidate may qualify under the old or the new requirements until July 1, 1937, from which date all who apply for certification shall qualify under the new requirements.

I. AIMS AND PRINCIPLES:

1. This program aims to provide for the junior and senior high schools in West Virginia, an adequate supply of well trained teachers and administrators.

2. The selection of recruits for teachers of junior and senior high schools should be carefully studied by all teacher-training institutions. Complete data of high school success, mental ability, achievement in the early years of college work, personality ratings, professional attitudes, and health should be considered. Recruits who come from elementary teaching to qualify as secondary teachers are probably satisfactory, yet the transfer always entails losses for the teacher and is doubtless an economic loss to the State.

3. The program attempts to maintain a proper balance between good general preparation for all teachers and specific preparation in the teaching subjects.

4. While the personality of the recruit for the profession must be respected, yet the training of teachers is assumed to be a function of the state. It is highly desirable that the state function economically and effectively in this task. To this end the number and kinds of teaching positions now existing in the state or which will probably exist within the near future constitute the basis for the standards set by this program.

5. While this program makes provisions for four as well as five year curricula, it anticipates that within a few years the five year curriculum will be required of all high school teachers.

II. STATEMENT OF POLICY IN ADMINISTRATION:

In as much as the training of teachers is done by a large number of institutions under somewhat varied conditions, no attempt is made to prescribe curricula and courses of study in every detail. Its purpose is rather to guide and direct educational institutions in a state teacher-training program which will attain a reasonable degree of uniformity and be at the same time practical and effective in meeting the essential standards of scholarship and training that the teaching profession of

West Virginia demands. In the certification of teachers it is recommended that these requirements and regulations be given a reasonable and liberal interpretation rather than a technical one. Care should be taken in such a program not to suppress the initiative of any progressive educational institution. It is expected, however, that all institutions in the state will conform to the spirit of these requirements and suggestions. Institutions that do not make a reasonable effort to comply with these regulations will not be accredited for teaching certification.

III. REQUIREMENTS FOR CERTIFICATION:

All persons who qualify for a first class high school certificate shall hold at least a bachelor's degree and be prepared to teach in at least two subject groups or high school teaching fields with a minimum number of semester hours in each field and distributed as outlined for each field. No person will be certified to teach in one subject nor in one field only, nor to teach in a single high school subject, except as provided for under special certificates. A third or fourth subject field may be added to any certificate provided the applicant has completed, in addition to the work required in two teaching fields, three-fourths the total number of hours required for a first class certificate in the third and fourth subject field, provided that third and fourth subject fields shall be minor teaching assignments only.

Library as a third subject may be added to any high school certificate provided the applicant has completed in addition to the work required in two teaching fields, eight semester hours of library work including two hours of library practice. The holder of a certificate with library as a third subject may be employed full time in larger schools with the consent of the state high school inspector until the supply of such teachers is adequate to meet the needs of the state.

A provisional high school certificate valid for one year only may be issued until June 30, 1936, upon the following conditions: First: Completion of 105 semester hours of college work; Second: Completion of three-fourths of the total academic requirements in each of the two teaching fields and not fewer than one-half of the requirements of each division of each teaching field; Third: Completion of fifteen of the twenty hours in Education as prescribed in this bulletin.

Provided, however, that after June 30, 1936, the provisional high school certificate will not be issued.

A special certificate for teachers in a single subject may be issued only to anyone who has qualified for a five year high school certificate, based on a bachelor's degree, and in addition has completed a minimum of ten graduate hours in the subject named on certificate, and ten hours' graduate work in Education.

It is suggested that all students considering preparation for teaching in high schools, not later than the beginning of their junior year, declare this intention to the Dean of the College, or Head of the Department of Education in which such preparation shall be completed. Such declaration should be accompanied and followed by successive proposals outlining courses to be completed in order that the students may complete effectively the requirements for certification and recommendation as outlined in this bulletin.

Each candidate for any certificate must be recommended by the faculty of the department of education, teachers college, or college of education of the university or college in which residence requirement have been fulfilled. This recommendation will be based upon evidence of having completed in a satisfactory manner the certificate requirements of this bulletin; a proper professional attitude; evidence of good character and the average grade of the system of marking in use in the school, in each teaching field and in the twenty required hours of professional courses; provided further that admission to Directed Teaching shall be subject to the foregoing rule (or the honor point average equivalent).

Teaching Combinations

The teaching combinations of this bulletin represent those most frequently needed in the high schools of West Virginia. Other combinations of subject matter fields than those provided for in this bulletin may be recognized for certification. The applicant for a certificate with unusual combinations should be aware of the difficulties in securing a teaching position with such combinations other than those listed in this bulletin. Combinations may be reversed, that is, Agriculture and Biology may read Biology and Agriculture, etc.

The following table lists the Teaching Fields and indicates the approved Teaching Combinations:

	No. Hrs.	Another Teaching Field	A. Agriculture	B. Art	C. Biology	D. Commerce	E. English	F. French	G. Home Econ.	H. Ind. Arts	I. Latin	J. Mathematics	K. Music	L. Phys. Educ.	M. Phys. and Gen. Sci.	N. Soc. Studies	No. Comb.
A Teaching Field	No. Hrs.																
A. Agriculture	41			x						x					x		3
B. Art	29					x	x	x	x		x	x			x		7
C. Biology	24	x							x		x	x	x		x		5
D. Commerce	32					x					x	x			x		4
E. English	34		x		x		x			x		x			x		6
F. French	20		x			x						x	x		x		5
G. Home Econ.	36		x	x								x	x		x		5
H. Ind. Arts	35	x	x								x	x	x	x			5
I. Latin	20					x									x		2
J. Mathematics	16		x	x	x				x				x	x	x		7
K. Music	36		x		x	x	x	x				x		x	x		7
L. Phys. Educ.	30			x			x	x	x	x	x	x	x	x	x		8
M. Phys. & Gen. Sci.	39	x		x					x		x		x		x		5
N. Soc. Studies	40		x		x	x	x	x	x	x	x	x	x				9
No. Comb.		3	7	5	4	6	5	5	5	2	7	7	8	5	9		78

IV. GENERAL ACADEMIC AND PROFESSIONAL REQUIREMENTS FOR ALL HIGH SCHOOL TEACHERS

Subjects	Total Semester Hours Required
1. English (8), Public Speaking (2).....	10
2. Social Science.....	15
History 3-6; Political Science 3-6; Sociology 3-6; Economics 3-6. Three semester hours required each subject.	
3. Science	6
4. Physical Education (4), ² Health (2).....	6
5. Education	20
6. Preparation for Directing one Co-Curricular Activity ³	2

Required and Approved Courses in Education for the Training of Teachers for Junior and Senior High Schools in West Virginia.

		Semester Hours
Education ⁴	1. Educational Psychology	2-3
Education	2. Psychology of Secondary School Subjects or Psychology of Adolescence.....	2
Education	3. Principles of Teaching in Secondary Schools.....	2-3
Education	4. Tests in Secondary Education and Elementary Statistics	2
Education	5. Student Teaching (3) and Materials in one subject (2).....	5
Education ⁵	6. Student Teaching (2) and Materials in another subject (2).....	4
Education	7. Philosophy of Education.....	2-3
Education	8. Educational Sociology.....	2-3
Education	9. High School Program of Studies.....	2-3
Education	10. History of Modern Education.....	3-4
Education	11. High School Organization.....	2-3
Education	12. Adult Education.....	2
Education	13. Current Practices in Secondary Education.....	2
Education	14. The Junior High School.....	2
Education	15. Pupil Personnel and Pupil Accounting.....	2
Education	16. Introduction to Vocational Teaching.....	2
	Minimum Required for Certification	20

¹General academic requirements 1 to 5, inclusive, will be satisfied when they have been completed in individual curricula.

²Military Science will not be accented as Physical Education.

³May be satisfied by a two-hour course from any curriculum or from any elective provided such course gives training which will help in directing co-curricular activities in the high school.

⁴To receive credit in Education, all such designated courses must be taught by an instructor or instructors of the Department of Education.

³Elective. The five to seven hours' elective courses may be selected from courses Education 6-16, inclusive. If any institution desires to substitute some other courses by way of experimentation it may do so by securing the approval of the Teacher-Training Division of the State Department of Education, and also by agreeing to furnish the other training institutions descriptive results of the experiment. All courses in Education must be given in the junior and senior years. Twenty-four hours is the maximum number in Education which may be counted towards graduation in any program for the certification of high school teachers.

V. CURRICULUM FOR TEACHERS OF ART ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

B. For Teachers of Art

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....	59
II. Art—A Teaching Field ¹	29
Approved Courses in Art:	
	Hours
1. Object Drawing.....	6
2. Color and Design.....	3
3. Constructive Design.....	4
4. Lettering	1
5. Appreciation	2
6. Applied Design	6
7. History of Art.....	4
8. Figure Drawing	3
III. Another Teaching Field:	
English	34
or	
French	20
or	
Home Economics.....	36
or	
Industrial Arts	35
or	
Mathematics	16
or	
Music	36
or	
Social Studies	40
Total Required for Certification.....	
	128

¹Students combining Home Economics with Art have the privilege of eliminating Constructive Design—4 hours and Applied Design—6 hours from the above list, and applying 10 hours in Home Economics requirements from Applied Art and allied courses 4 hours; Clothing Construction and Design and allied courses 6 hours.

VI. CURRICULUM FOR TEACHERS OF BIOLOGY ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

C. For Teachers of Biology

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....	59
II. Biology—A Teaching Field.....	24
Approved Courses in Biology:	
1. Biology or Botany, and Zoology ¹	12-18

2. Anatomy, Ecology, Entomology, Bacteriology, Embryology, Forestry, Eugenics, Genetics, Morphology, Plant or Animal Pathology, Physiology	6-12
III. Chemistry.....	6-8
IV. Another Teaching Field:	
Agriculture	41
or	
Home Economics.....	36
or	
Mathematics	16
or	
Physical Education.....	30
or	
Physical and General Science.....	39
Total Required for Certification.....	128

¹If courses are offered from Botany and Zoology, credit should be distributed between the two subjects in approximately equal quantities.

VII. CURRICULUM FOR TEACHERS OF ENGLISH ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

	E. For Teachers of English	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....		59
II. English—A Teaching Field.....		34
Approved Courses in English:		Hours
1. English Language and Composition.....		9-10
(a) English Composition	Hours	5-6
(b) Advanced Composition, or.....	2	
(c) Study of the English Language.....	3	
(d) Exposition	2	
2. Literature		18-19
(a) American Literature (Required).....	Hours	3
(b) English Literature (Required 3 hours)	3-6	
(c) World Literature.....	2	
(d) Contemporary Literature	2	
(e) Bible as Literature.....	2-3	
(f) Shakespeare	3	
(g) Study of Another Author.....	2	
(h) Free Reading.....	3	
(i) Poetry	2	
(j) The Essay	3	
(k) The English Novel.....	3	
(l) The Short Story.....	2	

(m) The Study of One Literary Period.....	3
(n) The Drama	3
3. Special Activities	6
	Hours
(a) Library Work	2
(b) Public Speaking (2 hours required)..	4
(c) Journalism (2 hours required).....	4

III. Another Teaching Field:

Art	29
or	
Commerce	32
or	
French	20
or	
Latin	20
or	
Music	36
or	
Social Studies	40
	Total Requirements for Certification ¹
	128

¹Except with Music 129 hours; Social Studies 133 hours.

VIII. CURRICULUM FOR TEACHERS OF FRENCH ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED**F. For Teachers of French**

Hours

I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17)	59
II. French—A Teaching Field ¹	20
Approved Courses in French:	
1. Modern Fiction since 1800.....	3
2. Drama of the 19th Century.....	3
3. Advanced Readings	6
4. Grammar and Pronunciation.....	3
5. Classical School.....	6
6. Oral French.....	3
7. French Literature.....	6
8. French Civilization and Culture.....	3

III. Another Teaching Field:

Art	29
or	
English	34
or	
Music	36
or	

Physical Education.....	30
or	
Social Studies	40
Total Required for Certification.....	128

¹Students who have not had two units of high school French will be required to take ten additional hours.

IX. CURRICULUM FOR TEACHERS OF LATIN ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

I. For Teachers of Latin

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....	59
II. Latin—A Teaching Field ¹	20
Approved Courses in Latin:	Hours
1. Cicero's Orations.....	3
2. Vergil's Aenid.....	3
3. Roman Comedy	3
4. Latin Composition	3
5. Cicero's De Senecute and De Amicitia.....	3
6. Roman Letter Writing.....	3
7. Livy	3
8. Horace	3
9. Prose Anthology	3
10. Tacitus, Agricola or Amalo; Sentonius, Life of Julius or Augustus.....	3
III. Another Teaching Field:	
English	34
or	
Social Studies	40
Total Required for Certification.....	128

¹Students who have not had two units of high school Latin will be required to take ten additional hours.

X. CURRICULUM FOR TEACHERS OF MATHEMATICS ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

J. For Teachers of Mathematics

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....	59
II. Mathematics—A Teaching Field (Entrance credit 2½ units)	16
Approved Courses in Mathematics:	Hours
1. Unified Mathematics	3
2. Solid Geometry	3
3. College Algebra.....	3

4. Plane Trigonometry.....	2
5. Spherical Trigonometry	3
6. Plane Analytic Geometry.....	3
7. Solid Analytic Geometry	2-3
8. Calculus	6
9. Mathematical Theory of Statistics.....	2
10. Differential Equations.....	2-3

III. Another Teaching Field:

Art	29
or	
Biology	24
or	
Commerce	32
or	
Industrial Arts	35
or	
Physical Education.....	30
or	
Physical and General Science.....	39
or	
Social Studies	40
Total Required for Certification.....	128

XI. CURRICULUM FOR TEACHERS OF MUSIC ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED**K. For Teachers of Music¹**

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17).....	59
II. Music—A Teaching Field.....	36

Approved Courses in Music:

1. Ear Training.....	3
2. Sight Singing.....	3
3. Orchestral Instruments.....	5
4. Appreciation and History of Music (two 3-hour courses)	6
5. Harmony	2
6. Voice	6
7. Piano	6
8. Other courses in Music.....	5

III. Another Teaching Field:

Art	29
or	
Commerce	32

or		
English	34	
or		
French	20	
or		
Home Economics.....	36	
or		
Physical Education.....	30	
or		
Social Studies	40	
		Total Required for Certification².....
		128

¹If, in addition to the above required courses, the holder of this certificate offers four hours in public school music in excess of introduction to Music, permission will be given to teach Music in elementary schools.

²Except with English 129 hours; Social Science 135 hours; Home Economics 131 hours.

XII. CURRICULUM FOR TEACHERS OF PHYSICAL EDUCATION ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

L. For Teachers of Physical Education

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17)	59
II. Physical Education—A Teaching Field.....	30

Approved Courses in Physical Education:

	Men Hours	Women Hours
1. Health Education.....		2-3
2. Hygiene		2-3
3. Playground and Community Recreation.....		2-3
4. Kinesiology		2-3
5. Physiology		2-3
6. Individual Gymnastics.....		2-3
7. Football	1	0
8. Basketball	1	1
9. Track	1	½
10. Baseball	1	½
11. Tumbling	1	1
12. Scouting	1	1
13. Camping and Hiking.....	1	1
14. Games	1	1
15. Athletic Training, Massage and Conditioning and First Aid.....	1	1
16. Soccer and Speedball.....	1	1
17. Marching, Calisthenics	1	1
18. Advanced Practice: a. Football, basketball and officiating	2	1

¹No credit on Physical Education shall be allowed for participation in college sports.

19. Folk Dancing—Clogging.....	1	1
20. Postural Gymnastics	1	1
21. Field ball and Hockey.....	0	1
22. Archery and Tennis.....	1-2	1
23. Natural Dancing	0	1
24. Aquatic Sports	1-2	1-2

III. Another Teaching Field:

Biology	24
or	
French	20
or	
Home Economics.....	36
or	
Industrial Arts	35
or	
Mathematics	16
or	
Music	36
or	
Physical and General Science.....	39
or	
Social Studies	40
Total Required for Certification ²	128

²Except with Social Studies 129 hours.

XIII. CURRICULUM FOR TEACHERS OF PHYSICAL AND GENERAL SCIENCE ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

M. For Teachers of Physical and General Science

	Hours
I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17)	59
II. Physical and General Science—A Teaching Field.....	39

Approved Courses in Physical and General Science:

1. Chemistry (16), Physics (12), from the following:	
2. General Chemistry	8
3. Inorganic Chemistry	4
4. Qualitative Analysis	4
5. Quantitative Analysis	4
6. Organic Chemistry.....	4
7. Food Analysis of Dairy Chemistry.....	3
8. General Physics.....	8-10
9. Radio Telegraphy and Telephony.....	3-6
10. Photography	2
11. Light	3
12. Sound	4

III. Biology.....	8
VI. Geology.....	3
V. Another Teaching Field:	
Agriculture	41
or	
Biology	24
or	
Industrial Arts.....	35
or	
Mathematics	16
or	
Physical Education.....	30
Total Required for Certification ¹	128

¹Except with Agriculture 139 hours; Industrial Arts 133 hours.

XIV. CURRICULUM FOR TEACHERS OF SOCIAL STUDIES ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

N. For Teachers of Social Studies

I. General Requirements (See academic and professional requirements for all teachers, section IV, page 17)	Hours	59
II. Social Studies—A Teaching Field.....	Hours	40
1. Approved Courses in Social Studies:		
a. History	Hours	18
(1) European History.....	6	
(2) American History.....	12	
Hours		
(a) West Virginia History.....	2-3	
(b) Other American History..	9-10	
2. Political Science	Hours	6
a. State and Local Government.....	2-3	
b. National Government.....	2-3	
c. Elective	2	
3. Economics	Hours	6
a. Principles of Economics.....	2-6	
b. Economic Labor and Ind. Problems	2-4	
c. Elective	2	
4. Sociology	Hours	4
a. Principles of Sociology.....	2-3	
b. Problems of Child Welfare.....	2-3	
c. The Family	2-3	
d. Social Pathology.....	2-3	

5. Geography	6
a. World Geography.....	3
b. Geographic Influence.....	2-3
c. Economic Geography	2-3

III. Another Teaching Field:

Art	29
or	
Commerce	32
or	
English	34
or	
French	20
or	
Home Economics.....	36
or	
Latin	20
or	
Mathematics	16
or	
Music	36
or	
Physical Education	30
Total Required for Certification ¹	128

¹Except with Commerce 131 hours; English 133 hours; Home Economics 135 hours; Music 135 hours; Physical Education 129 hours.

RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND TEACHERS' CERTIFICATES

All teachers in any public school of this state must hold valid certificates issued under and according to the laws of West Virginia. Any person who is issued a teacher's certificate must have a good character and be at least eighteen years of age on the first day of October of the year in which the certificate is issued.

PERTINENT INFORMATION

1. Each teacher is individually responsible for securing and renewing his own certificate. An error on a certificate will be corrected only in case such error is reported by the holder of the certificate within one year from the date on which the certificate was issued.
2. All certificate requirements and rulings are based upon SEMESTER HOURS.
3. A "C" average on all credits earned after the close of the first semester of the school year of 1933-34 is required for original and renewed certification.
4. The qualifications prescribed in the regulations for the issuance of teaching certificates are minimums not optimums nor maximums.

Local school authorities may require additional or high qualifications than those prescribed by the Department.

5. West Virginia does not validate teachers' certificates or licenses issued in any other state. However work done in accredited schools of other states which conforms in subject matter with the curricula of West Virginia will be accepted toward meeting the requirements of any certificate in this state.

6. Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers.

7. A fee of \$1.00 in CASH must accompany each application except the renewal of the professional certificate which requires \$5.00.

8. Credits, once placed on file in the Division of Certification, are permanent records and can not be removed. There are also many requests for copies of transcripts that the Department finds it impossible to meet the demands, owing to the limited number of employees. However, persons may feel free to copy their own credits at any time.

9. An applicant with five years teaching experience may be excused from taking directed teaching on the recommendation of the head of the department of education of the school from which he has met his residence requirements.

10. 120 days of actual teaching in the regular school term constitute experience sufficient to claim advance salary as provided by law.

11. When all teaching opportunity has been utilized and the certificate holder shows intention to continue in teaching as a vocation, the certificate will be renewed upon the recommendation of the county superintendent. It will be necessary to complete the school credit requirement the same as in any other case.

12. All certificates, except the second grade elementary made by examination, are based upon high school graduation.

13. Only 9 hours credit may be earned by teachers in service during 1 year of teaching, not more than 6 of which may be earned in 1 semester.

14. Reading Circle work for the renewal of certificates was discontinued in 1933.

15. The Division of Certification finds it impossible to evaluate credits which are not listed by groups and by descriptive titles.

16. Evaluations are made by the State Department for out of state schools only. Teachers who have attended state schools should secure information concerning evaluations from the school where they were graduated or met their residence requirements.

17. Certification in West Virginia is based upon subjects completed as well as degrees granted.

18. High school certificates are valid in elementary schools for those teachers only who have had at least 1 years' experience in the elementary schools between July 1, 1928, and June 30, 1934.

19. The State Department of Education does not maintain a teacher placement bureau.

20. Any candidate for certification may qualify under the old or the new requirements until July 1, 1937, from which date all who apply for certification shall qualify under the new requirements.

21. Out of state experience may count on the renewals of certificates.

22. A maximum of 5-8 of the credit (not to exceed 20 hours) completed in the 5th year of normal training high school with a "C" average may be accepted toward certification or graduation of elementary teachers. The original record or a certified copy must be placed in the office of the Secretary of the State Board of Education.

HOW TO SECURE AN ORIGINAL CERTIFICATE

1. Read all regulations and apply for a teachers certificate only when you have fulfilled the requirements.

2. To avoid delay and unnecessary correspondence please follow directions.

3. Secure the proper application form from your county superintendent, your college, or the State Department of Education.

4. Give complete information as requested. Leave no spaces blank.

5. Name must be given in full (no initials). A married woman should give maiden name also, when credits or certificates were earned before marriage.

6. Send the application to the college where residence work was completed, asking the registrar to transcribe the credits to page 2 of the state's official form. (College transcripts are not acceptable.) It is also necessary to secure the recommendation of the head of the department of education.

7. Persons receiving correspondence from this Department concerning application for certificates should return the letter received with their reply. This will greatly facilitate the issuance of certificates.

8. A certificate is not delivered directly to the teacher but sent to the county superintendent, according to directions given by the applicant. The county superintendent will deliver the certificate to the owner or file it in his office and notify the owner. A certificate becomes valid when countersigned by the superintendent.

COUNTY SUPERINTENDENTS CERTIFICATES

COUNTY SUPERINTENDENTS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. A Master's degree, including 16 hours graduate work in education, 7 of which are prescribed.
- b. 3 years experience in public schools within the 5 years preceding the date of application for certificate.

HIGH SCHOOL TEACHERS CERTIFICATES

HIGH SCHOOL PRINCIPALS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. A first class high school certificate.
- b. 3 years teaching or administrative work in high school.
- c. A Master's degree from an accredited university.
- d. Fourteen hours of graduate work in education.

FIRST CLASS HIGH SCHOOL CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of a prescribed curriculum to be differentiated according to teaching subjects elected. (See teaching field requirements.)
- b. Graduation from a standard college.
- c. 20 hours in prescribed secondary education.

(Not more than 24 hours may be completed in extension and correspondence.)

SPECIAL HIGH SCHOOL CERTIFICATES (Valid for 5 years for teaching only the subject listed on the certificate) may be issued providing all of the following requirements have been met:

- a. Completion of a four-year curriculum including the work required as a first teaching subject in any one teaching field (e.g., English, Chemistry, etc.) as prescribed for first class high school certificates in this bulletin.
- b. Graduation from a standard college.
- c. 20 hours in prescribed secondary education.

(Not more than 24 hours may be completed in extension and correspondence.)

These requirements will be superseded by others July 1, 1937—Bulletin No. 7.

PROVISIONAL HIGH SCHOOL CERTIFICATES (Valid for 1 year) may be issued providing all of the following requirements have been met:

- a. Completion of 105 hours of college work.
- b. Completion of $\frac{3}{4}$ of the total academic requirements in each of the 2 teaching fields and not fewer than $\frac{1}{2}$ of the requirements of each division of each teaching field.
- c. Completion of 15 of the 20 hours in education as prescribed in this bulletin. Original provisional high school certificates will not be issued after October 1, 1935, but will be renewable.

SPECIAL CERTIFICATES (Valid for 5 years for teaching only the subject listed on the certificate) may be issued in Physical Education, Art, Music, and Industrial Education, providing all of the following requirements have been met:

- a. Completion of a standard two-year curriculum (including 64 hours of college credit for certification) in an accredited school equipped to give such training.
- b. 24 hours in the special subject.
- c. 10 hours in general education.
- d. 12 hours in English.

Original special certificates will not be issued after July 1, 1937, but will be renewable.

TEACHING FIELD REQUIREMENTS FOR FIRST CLASS HIGH SCHOOL CERTIFICATES

Subject Groups	Hours
English	34
Social Studies (History 18, Economics 6, Political Science 6, Sociology 4, Geography 6)	40
Physical Sciences (Chemistry 16, Physics 16)	32
Physical and General Science (Chemistry 16, Physics 12, Biology 8, Geology 3)	39
Biology and General Science (Biology 20, Chemistry 8, Physics 8)	36
Biology (Biology 24, Chemistry 6)	30
Mathematics	16
Foreign Languages	20
Commerce	32
Home Economics	36
Physical Education	30
Industrial Arts	35
Music	36
Art	29
Agriculture	41
Library Science (As a third teaching field)	8

ELEMENTARY TEACHERS CERTIFICATES BASED ON COLLEGE CREDIT

ELEMENTARY SCHOOL PRINCIPALS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Graduation from a standard college with collegiate elementary certificate.
- b. 3 years successful teaching or administrative experience.
- c. Master's degree from a standard university.
- d. Completion of at least 14 hours of approved graduate work in education.

COLLEGiate ELEMENTARY CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of an approved four-year curriculum for elementary school teachers.
- b. Graduation from an approved college.
- c. 30 hours in elementary education.
- d. 36 weeks of residence work.

(Not more than 24 hours may be completed in extension and correspondence.)

NORMAL CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of the two-year curriculum for elementary school teachers approved by the State Board of Education including

English 10 hours, Social Studies 12, Science 6, Elementary 20, Health and physical Education 6, Music 4, Art 4, and Electives 6. (For information concerning required courses in each of the above groups consult the head of the department of education in the school where residence requirements are being met.)

b. 36 weeks of residence work.

(Not more than 12 hours may be completed in extension.)

SHORT COURSE CERTIFICATES (Valid for 3 years) have not been issued since October 1, 1933, but are renewable.

FIRST GRADE TEMPORARY CERTIFICATES (Valid for 2 years) may be issued providing all of the following requirements have been met:

- a. Completion of 48 hours of the normal curriculum approved by the State Board of Education including English 6 hours, Elementary Education 12, Physical Education 2, and the completion of some subject in each of the other groups in the description of normal certificates. (6 hours in electives are allowed.)
- b. 12 weeks of residence work.

(Not more than 12 hours may be completed in extension).

SECOND GRADE TEMPORARY CERTIFICATES (Valid for 1 year) may be issued providing all of the following requirements have been met:

- a. Completion of 40 hours of the normal curriculum including Elementary Education 8 hours and the completion of some subject in each of the required groups listed in the description of normal certificates. (6 hours in electives are allowed.)
- b. 12 weeks of residence work.

(Not more than 12 hours may be completed in extension).

ELEMENTARY TEACHERS CERTIFICATES BASED ON EXAMINATIONS

There will be no regrading of manuscripts submitted for these certificates.

School credit may not be substituted for any of the 10 subjects included in the Uniform Examinations.

FIRST GRADE ELEMENTARY CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. 90% average in the Uniform Examination with no subject below 75%.
- b. Graduation from a first class high school.
- c. Completion of 32 hours college work, not less than 9 of which shall be in professional subjects.

SECOND GRADE ELEMENTARY CERTIFICATES (Valid for 2 years) may be issued providing all of the following requirements have been met:

- a. 80% average in the Uniform Examination with no subject below 68%.
- b. 5 years of teaching experience or 12 units of high school credit. (2 units of high school credit may be used in lieu of 1 year of teaching experience providing the credit has been earned in high school and not taken by extension, correspondence, or given through grades earned by examination.)

EXAMINATION DATES FOR 1936:

First Examination February 8, 1936
Second Examination March 7, 1936

REQUIREMENTS FOR THE RENEWAL AND REINSTATEMENT OF CERTIFICATES

Applications for renewal and reinstatement must be made through county superintendents who will forward them to the college registrars who, in turn, will be responsible for sending them to the Division of Certification. In no case will applications be considered if they have passed through the hands of the applicant any time after they have been submitted to county superintendents.

Teachers who have met all requirements for renewal and reinstatement of certificates are urged to present their applications before March 1 of the year in which the certificates expires.

In accordance with an act of the 1933 session of the Legislature, 6 hours accredited work, completed after the issuance of the certificate to be renewed, are required for each renewal of ALL certificates, except the First Grade Temporary Certificate which requires 8 hours.

Repeated courses cannot count on the renewal or reinstatement of certificates.

Evidence that teachers are sixty years of age or over may be used in lieu of school credit when presented for the renewal or reinstatement of their certificates.

FIRST CLASS CERTIFICATES (Superintendents, High School Principals, Supervisors, High School, Elementary Principals, Collegiate Elementary, Normal, and First Grade Elementary) may be renewed upon expiration, or within the year following, for 5 year periods, providing holders have met all the following requirements:

- a. Taught or been otherwise actively engaged in educational work for not less than 3 of each 5 year period.
- b. Completed 6 hours unprescribed work by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
- c. Secured the recommendation of their county superintendents.

LIFE CERTIFICATES are issued as third renewals of any of the above-named first class certificates. Applicants must meet the same requirements for third renewals as for first and second renewals.

First class (5 year) certificates may be REINSTATED upon expiration, or within the 3 years following, providing holders have met all of the following requirements:

- a. Certificate not used during the last year of its validity.
- b. Completed 6 hours unprescribed work by residence or extension in an accredited institution after the date of issuance of the certificate to be reinstated.
- c. Secured the recommendation of their county superintendents.

Only 5 year certificates may be reinstated and these are reinstatable but once in each 5 year period.

Holders of Masters' degrees are not required to do additional school work for renewals or reinstatements of 5 year certificates.

5 days TRAVEL may be used in lieu of 1 semester hour credit for the renewal or reinstatement of 5 year certificates if the trip covers territory or historic interest or scenic beauty. Only 6 hours may be earned in this manner. A combination of travel and college credit will also be accepted. The Division of Certification reserves the right to withhold credit if time has not been used profitably.

3 hours credit for 5 days attendance at the Century of Progress Exposition is still accepted for the renewal or reinstatement of 5 year certificates when an affidavit accompanies the application.

Travel credit must have been earned after the issuance of the certificate to be renewed or reinstated the same as school credit.

PROFESSIONAL CERTIFICATES may be renewed upon expiration, or within the year following, for 12 year periods, providing holders have met all of the following requirements:

- a. Completed 6 hours work by residence or extension in an accredited institution after the issuance of the certificate to be renewed.
- b. Secured the recommendation of their county superintendents.

PROVISIONAL CERTIFICATES may be renewed annually, upon expiration, or within the year following, providing that holders have met all of the following requirements:

- a. Completed 6 hours work from the first class requirements by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
- b. Secured the recommendation of their county superintendents.

SHORT COURSE CERTIFICATES may be renewed upon expiration, or within the year following, for 3 year periods, providing holders have met all of the following requirements:

- a. Taught or been otherwise actively engaged in educational work for not less than 2 of the 3 year periods.
- b. Completed 6 hours work of the normal curriculum by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
- c. Secured the recommendation of their county superintendents.

FIRST GRADE TEMPORARY CERTIFICATES may be renewed upon expiration, or within the year following, for 2 year periods, providing holders have met all of the following requirements:

- a. Taught 1 of the 2 years.
- b. Completed 8 hours work of the normal curriculum (6 of which have been done in residence) in an accredited institution after the date of issuance of the certificate to be renewed.
- c. Secured the recommendation of their county superintendents.

SECOND GRADE CERTIFICATES may not be renewed.

EQUIVALENT CERTIFICATES may be renewed annually, upon expiration, or within the year following, until the holders are eligible for regular certificates, providing they have met all of the following requirements:

- a. Met regular renewal requirements.
- b. Secured the recommendation of their county superintendents. These certificates may not be reinstated. The issuance of original equivalent certificates has been discontinued.

SALARY SCHEDULE

The following table indicates the minimum monthly salaries that must be paid in all elementary and high schools in West Virginia for the year 1936-37:

Classes of Certificates	Basic	6th-					
		2nd	3rd	4th	5th	10th	11th
First Class High School with Degree	\$110	\$113	\$115	\$117.50	\$120	\$125	\$130
Special High School with Degree	110	113	115	117.50	120	125	130
Provisional High School with Degree	110	113	115	117.50	120	125	130
Provisional High School without Degree	100	103	105	107.50	110	115	120
Professional with Degree	110	113	115	117.50	120	125	135
Professional without Degree	100	103	105	107.50	110	115	120
Special (based on two-year curriculum with 24 hrs. in special field)	100	103	105	107.50	110	115	120
Collegiate Elementary	110	113	115	117.50	120	125	130
Standard Normal	100	103	105	107.50	110	115	120
Short Course	90	93	95	97.50	100	105	110
First Grade Elementary and Temporary	85	88	90	92.50	95	100	105
Second Grade Elementary and Temporary	65	68	70	72.50	75	80	85

Non-Credit Subjects

Arithmetic. A standard Arithmetic Test is given all students entering for the normal course, and students who elect Science or Mathematics as a high school teaching subject. The standard for the eighth grade must be met or the student is required to take additional work in the subject.

This test is given at 11 o'clock on the first Friday of each term or semester.

English. A standard English test is given all first year students.

This test is given at 9 o'clock on the Fall enrollment day for freshmen.

Those who do not meet eighth grade standards are required to take the work without credit until the standard is reached.

Writing. All students in second year of the normal course who fail to make a grade of 70 on the Ayres Handwriting Scale are required to enter the class in this subject before graduation.

Resident Work

1. The term "Resident Work" shall be interpreted to mean either—
 - (a) Work done on the campus of the institution or
 - (b) Work done under conditions that in the opinion of the faculty give the student approximately the same institutional privileges and influences as are afforded to students in regular attendance in residence, or
 - (c) Work done in a school organized by the institution away from the institutional campus when at least half of the members of the institutional staff are members of the faculty of the institution.

2. The amount of resident work required in the school that grants a degree or diploma and recommends the applicant for a certificate, is as follows: Collegiate and Standard Normal, 36 weeks; Temporary Certificate, 9 weeks. By approval of the State Board of Education an exception to this requirement may be made for teachers who have had ten or more years' successful teaching experience.

Extension Work

1. The amount of extension work that may be accredited in meeting the requirements for certificates is as follows:

College	24 hours
Standard Normal	12 hours
Temporary Certificates	4 hours

2. The total amount of extension work that may be done during one term of teaching shall not be more than 8 hours.

SUMMER SCHOOL

A Summer School for teachers and those expecting to teach was first instituted here during the summer of 1907. The experiment proved so successful that a similar school was again instituted in the summer of 1908. The thirtieth annual summer school was opened June 8, 1936. The length of term is nine weeks.

Those who are interested in summer school work for next year should notify the President, or A. D. Kenamond, director of summer school, early in the spring of 1937.

OUTLINE OF WORK BY DEPARTMENTS

Scheme of Numbering Courses—Courses numbered 101 to 199 are for first year students; 201 to 299 for second year students; 301 to 399 for third year students; 401 to 499 for fourth year students. First year students are not admitted to courses numbered 301 or above. Third and fourth year students must elect at least one-half of their work from courses numbered 301 or above.

Schedule of Courses and Hours—A schedule of subjects offered during the first semester, showing in detail the hours and days for each subject, will be available about the first of August.

AGRICULTURE

Mr. Newcome

101. General Agriculture. Credit—Three hours.
102. Horticulture. Credit—Two hours.

ART

Miss Ireland

(Twenty-nine hours are required of students electing Art as a teaching subject.)

101. Introduction to Art. Credit—Two hours.
102. Public School Art. Credit—Two hours.
104. Commercial Art. Credit—Three hours.
201. Art Appreciation. Credit—Four hours.
202. Mechanical Drawing. Credit—Three hours.
211. Introduction to Crafts. Credit—Three hours.
301. Principles of Design. Credit—Three hours.
302. Applied Design. Credit—Three hours.
401. Advanced Design. Credit—Three hours.
402. Oil Painting. Credit—Three hours.
403. Water Color Painting. Credit—Three hours.
404. Ceramics and Ceramic Painting. Credit—Three hours.

CERTIFICATE OF PROFICIENCY IN ART

To those possessing special talent in drawing, a Certificate of Proficiency in Art will be given on completion of a specially planned course totaling 64 hours, including 24 hours in Art, 10 in English, 6 in History, and 8 in Education. This course should enable a student to qualify for the special certificate to teach or supervise Art in the public schools. This certificate will not be issued after July 1, 1937.

A minimum of thirty-six weeks in residence at Shepherd State Teachers College is required for this certificate.

BIOLOGY

Mr. Bretnall and Mr. Newcome

(Twenty-four hours are required of students electing Biology as a teaching subject.)

101. **Principles of Biology.** Credit—Three hours.
102. **Biological Nature Study.** Credit—Three hours.
- 201 and 202. **Botany.** Credit—Four hours each semester.
203. **Entomology.** Credit—Three hours.
- 301 and 302. **Zoology.** Credit—Four hours each semester.
306. **Human Physiology.** Credit—Four hours.
321. **Plant Taxonomy.** Botany 201 and 202 are prerequisite. Credit—Four hours.
341. **Comparative Anatomy.** Zoology 301 and 302 are prerequisite. Credit—Three hours.
344. **Genetics.** Botany 201 and 202 and Zoology 301 and 302 are prerequisite. Credit—Three hours.
401. **Histology.** Zoology 301 and 302 or Botany 201 and 202 are prerequisite. Credit—Three to four hours.
404. **Bacteriology.** Required of students electing home economics as a teaching subject. Credit—Two hours.

COMMERCIAL WORK

Miss Williams

101. **Accounting.** Credit—Three hours.
102. **Accounting.** Credit—Three hours.
- 201 and 202. **Stenography.** Credit—Three hours for each semester.

Typewriters of several makes are furnished on which students are given instruction. No credit is given, however, for typewriting except in connection with stenography.

EDUCATION

Dr. Ash, Dean Kenamond, Miss Shaw and Mrs. Israel

101. **Introduction to Education.** Credit—Two hours.
102. **Educational Psychology.** Credit—Three hours. Dean Kenamond.

103. Teaching of Arithmetic, Language, Spelling and Writing. Offered for standard normal diploma and degree in elementary education. Credit—Three hours. Mrs. Israel.

202. Teaching of Reading, Geography and History. Offered for standard normal diploma and degree in elementary education. Credit—Three hours. Miss Shaw.

204. Problems of Rural Education. Offered only for the standard normal diploma. Credit—Two hours. Dean Kenamond.

205 and 206. Observation and Directed Teaching. Offered only for the standard normal diploma and degree in elementary education during the second year. Credit—Five hours for the year. Miss Shaw and Mrs. Israel.

NOTE: Ninety clock hours of student teaching are required for all graduates from the standard normal course.

301. Psychology of Secondary Education. Credit—Two to three hours. Dr. Ash.

302. Methods of Teaching in the High School. Required for degree for high school teaching. Credit—Five hours. Dr. Ash.

303. Supervision of Elementary Instruction. Offered for degree for elementary teaching. Credit—Two hours. Dean Kenamond.

304. Tests and Measurements. Credit—Two hours. Dr. Ash.

311. Educational Sociology. Elective for degree students. Credit—Two hours. Dr. Ash.

312. History of Modern Education. Elective for degree students. Credit—Two to three hours.

321. Kindergarten-Primary Education. Credit—Two hours.

323. Psychology of Childhood. Credit—Two to three hours.

401. High School Organization and Administration. Credit—Two to three hours. Dr. Ash.

402. Administration of an Elementary School. Credit—Three hours. Dean Kenamond.

403. Directed Teaching in the High School. Credit—Three hours. Dr. Ash.

406. Recent Tendencies in Elementary Education. Offered for degree in elementary education. Credit—Two hours. Dean Kenamond.

408. Supervised Directed Teaching in Elementary Schools. Open to advanced students with teaching experience, on approval of instructors. Credit—Two hours. Miss Shaw.

411. Philosophy of Education. Elective for degree students. Credit—Two hours. Dr. Ash.

412. Statistics and Graphic Methods. Elective for degree students. Credit—Two hours. Dr. Ash.

ENGLISH

Miss Turner, Miss Arnold, Mr. Horner

(Thirty-four hours are required of students electing English as a teaching subject.)

101. **Composition.** This course is required of all students. Credit—Three hours.

102. **Composition.** A continuation of Composition 101. Credit—Three hours. Mr. Horner.

103 and 104. **General Survey of English Literature.** Credit—Two hours each. Miss Turner.

106. **American Literature.** Credit—Three hours. Miss Turner.

201. **Public Speaking.** Credit—Two hours. Mr. Horner.

204. **Public Speaking.** Play production. Credit—Two hours.

205. **Journalism.** A beginning course. Credit—Two hours. Mr. Horner.

206. **Journalism.** A course in news gathering and writing. Journalism 205 or Composition 101 is prerequisite. Credit—Two hours. Mr. Horner.

215. **Narrative Poetry.** Credit—Two hours.

301. **The American Short Story.** Credit—Three hours. Miss Turner.

302. **Contemporary American Literature.** Credit—Two hours. Miss Turner.

303. **Shakespeare.** Credit—Three hours. Miss Turner.

304. **The Drama.** Credit—Three hours. Mr. Horner.

305. **Public Speaking.** Debate, oration, the occasional address. Credit—One hour.

306. **Library Work.** Credit—Two hours. Miss Arnold.

307. **Victorian Poetry.** Credit—Two hours. Miss Turner.

311. **Exposition.** Composition 101 and 102 are prerequisite. Credit—Two hours. Miss Turner.

312. **Lyric Poetry.** Credit—Two hours. Mr. Horner.

313. **World Literature.** Credit—Three hours. Miss Turner.

314. **The English Novel.** Credit—Three hours. Miss Turner.

316. **Library Work.** Cataloguing, accessioning and care of the school library. Credit—Two hours. Miss Arnold.

404. **Great Essays.** Credit—Two hours.

405. **Study of the English Language.** Credit—Three hours. Miss Turner.

FRENCH

Miss Trotter, President White, and Mr. Farnsworth

(Twenty hours and two units of high school French are required of students electing French as a teaching subject. Five additional hours are required for each unit not taken in high school.)

101 and 102. **Beginner's French.** Not open to those who have had high school French. Credit—Six hours for the year. President White.

103 and 104. **Intermediate French.** Credit—Four hours for the year.

201. **Fiction of 19th Century.** Credit—Three hours.

202. **Drama of 19th Century.** Credit—Three hours.
301 and 302. **Advanced Readings.** Credit—Six hours for the year.
401. **Advanced Grammar and Composition.** Credit—Two hours.
President White.
402. **Phonetics and Oral French.** Credit—Two hours.
403. **Outline of French Literature.** Credit—Two hours.
404. **French Civilization and Culture.** Credit—Two hours.

GEOGRAPHY

Mr. Thacher

101. **Principles of Geography.** Required for standard normal.
Credit—Three hours. Mr. Thacher.
102. **Geography of North America.** Credit—Three hours. Mr.
Thacher.
104. **Geography of West Virginia.** Credit—Two hours. Miss
Trotter.
201. **Geography of Europe.** Credit—Three hours. Mr. Thacher.
206. **Geology.** Required of students electing Science as a teaching
subject. Credit—Three hours.
301. **Economic Geography.** Credit—Three hours.

HOME ECONOMICS

Miss Hall

(Thirty-six hours of Home Economics, including eight hours of Applied Art, eight hours of General Biology, two hours of Bacteriology, three hours of Economics, and three hours of Sociology, including The Family, are required of students electing Home Economics as a teaching subject. Only three years of the work required for degree in Home Economics are offered.)

101. **Home Economics for the Elementary School Teacher.** Elective
for standard normal. Credit—Three hours.
102. **Textiles.** Credit—Three hours.
103. **Clothing Selection and Construction.** Credit—Two hours (four
periods).
104. **Clothing Selection and Construction.** A continuation of Cloth-
ing 103. Credit—Two hours (four periods).
201. **Foods.** Credit—Three hours (six periods).
202. **Foods.** A continuation of Foods 201. Credit—Three hours
(six periods).
204. **Foods and Nutrition.** For students not wishing to take the
laboratory course in foods. Credit—Two hours.
301. **Advanced Clothing.** Credit—Three hours (six periods).
304. **Child Care and Development.** Credit—Two hours.
305. **Mechanics of the Household.** Credit—Three hours.
306. **Home Planning and Furnishing.** Credit—Four hours.
307. **Household Management.** Credit—Three hours.

LATIN**Miss Trotter**

(Twenty hours and two units of high school Latin are required of students electing Latin as a teaching subject. Five additional hours are required for each unit not taken in high school.)

101 and 102. **Elementary Latin.** Not elective for those who have had high school Latin. Credit—Six hours for the year.

103 and 104. **Caesar.** Credit—Six hours for the year.

201. **Advanced Composition.** Credit—Three hours.

202. **Cicero's Orations against Catiline.** Credit—Three hours.

301 and 302. **Vergil's Aeneid.** Credit—Six hours for the year.

303. **Roman Comedy.** Credit—Two hours.

401. **Cicero's De Senectute and De Amicitia.** Credit—Three hours.

402. **Livy.** Credit—Three hours.

MATHEMATICS**Dr. Phillips**

(Sixteen hours and two and one-half units of high school Mathematics are required of students electing Mathematics as a teaching subject. For each additional unit taken in high school a reduction of three hours is made.)

101. **Solid Geometry.** Credit—Three hours.

102. **Trigonometry.** Credit—Two hours.

104. **Arithmetic and Business Administration.** Credit—Two hours.

105. **Intermediate Algebra.** Offered for students not having credit for second year high school Algebra. Credit—Three hours.

201. **Advanced Algebra.** Credit—Three hours.

302. **Analytic Geometry.** Credit—Three hours.

303. **Introductory Calculus.** Credit—Three hours.

MUSIC**Mr. Farnsworth**

201. **Introduction to Music.** Credit—Two hours.

202. **Public School Music.** Credit—Two hours.

301. **Music Appreciation.** Required for the degree for elementary school teaching. Credit—Two hours.

The department of music offers instruction also in piano, voice, harmony and history of music. The cost of this instruction, however, is not covered by the regular enrollment fee. Tuition in piano and voice is 50 cents a lesson.

There are four practice pianos for free use of music students. Knabe and Haines Brothers pianos are used exclusively.

Public recitals and concerts are given frequently. The glee clubs and mixed chorus offer excellent opportunity in vocal drill, and an excellent orchestra affords development of talent in instrumental music.

PHYSICAL EDUCATION AND HEALTH

Miss Dilts and Mr. Newcome

NOTE: A physical examination is required for entrance to all physical education courses.

101. **Gymnastics and Marching.** Required of all first year students. Credit—Two hours. (5 days a week.)

102. **Health and Hygiene.** Credit—Two hours.

104. **Beginning Swimming.** Credit—One hour.

202. **Physical Activities and Teaching Techniques.** Credit—One hour.

204. **Advanced Swimming and Life Saving.** Credit—One hour.

206. **Tennis.** Credit—One hour.

301. **Folk Dancing.** Credit—Two hours.

302. **Field Ball, Hockey and Soccer.** (Women). Credit—Two hours.

303. **Athletic Massage, First Aid, Etc.** (Men) Credit—One hour.

304. **Tumbling and Apparatus.** (Men). Credit—One hour.

305. **Principles of Football.** Credit—One hour.

306. **Principles of Baseball.** Credit—One hour.

307. **Principles of Basketball.** Credit—One hour.

401. **Individual Gymnastics.** Advanced. (Women). Credit—Two hours.

403. **Football and Basketball Officiating.** Credit—Two hours.

404. **Individual Gymnastics.** Advanced. (Men) Credit—Two hours.

PHYSICAL SCIENCE

Mr. Stutzman

(Twelve hours of Physics and sixteen hours of Chemistry are required of students electing Physical Science as a teaching subject.)

103. **Physical Nature Study.** Credit—Three hours.

111. **Chemistry.** Credit—Four hours.

112. **Chemistry.** A continuation of Chemistry 111. Credit—Four hours.

211. **Physics.** General Physics. Credit—Four hours.

212. **Physics.** Continuation of Physics 211. Credit—Four hours.

311. **Chemistry.** Qualitative Analysis. Credit—Four hours.

316. **Chemistry.** Organic Chemistry. Credit—Four hours.

411. **Physics.** Light. Credit—Four hours.

412. **Physics.** Electricity. Credit—Four hours.

SOCIAL STUDIES

Mrs. Gardiner, Mr. Thacher, and Dr. Scarborough

(Eighteen hours of History, four of Sociology, six of Government, six of Economics, four of Sociology and six of Geography, are required of students electing Social Studies as a teaching subject.)

101. **Ancient and Mediaeval Civilization.** Credit—Three hours. Mrs. Gardiner.

102. **Bible History.** Credit—Two hours. Mrs Gardiner.

103. **Modern European History.** Credit—Three hours. Dr. Scarborough.

104. **Modern European History.** Credit—Three hours. Dr. Scarborough.

201. **American History to 1865.** Required for standard normal. Credit—Three hours. Dr. Scarborough.

202. **Later American History.** Required for standard normal. Credit Three hours. Dr. Scarborough.

203. **General Sociology.** Credit—Four hours. Mr. Thacher.

204. **Rural Sociology.** Credit—Two hours.

205. **Principles of Economic.** Credit—Three hours. Mr. Thacher.

206. **Applied Economics.** Economics 205 is prerequisite. Credit—Three hours. Mr. Thacher.

211. **West Virginia History.** Credit—Three hours. Mrs. Gardiner.

301. **The American Government.** Credit—Three hours. Dr. Scarborough.

302. **State and Local Government.** Credit—Three hours. Mrs. Gardiner.

303. **Sociology—The Family.** The course in General Sociology is prerequisite. Credit—Two hours. Mr. Thacher.

311. **Economic History of the United States.** Credit—Three hours.

401. **American Constitutional Development.** Credit—Three hours.

402. **Diplomatic History of the United States.** Credit—Three hours.

COUNTIES AND STATES REPRESENTED

	Resident Students	Extension Students	Number Different Students
Allegany, Md.	1	0	1
Berkeley	133	0	133
Braxton	2	0	2
Calhoun	1	0	1
Clarke, Va.	9	0	9
Frederick, Md.	4	0	4
Frederick, Va.	4	0	4
Grant	56	22	64
Hampshire	62	11	68
Hancock	1	0	1
Hardy	65	23	75
Harrison	2	0	2
Jefferson	132	0	132
Logan	2	0	2
McDowell	2	0	2
Mineral	38	0	38
Monongalia	1	0	1
Morgan	50	19	58
Pendleton	64	7	68
Pocahontas	2	0	2
Preston	26	0	26
Randolph	9	0	9
Ritchie	3	0	3
Tucker	13	0	13
Tuscarawas, O.	1	0	1
Upshur	1	0	1
Washington, Md.	10	0	10
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Total	694	82	730

SUMMARY OF ENROLLMENT 1935-1936

	Men	Women	Total
REGULAR YEAR, RESIDENT			
Post Graduate	5	5	10
Fourth Year, Elementary Education	6	14	20
Fourth Year, Secondary Education	19	13	32
Third Year, Elementary Education	4	34	38
Third Year, Secondary Education	18	15	33
Second Year, Elementary Education	14	51	65
Second Year, Secondary Education	21	9	30
First Year, Elementary Education	24	28	52
First Year, Secondary Education	25	19	44
Unclassified	1	1	2
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	137	189	326
REGULAR YEAR, EXTENSION			
Post Graduate	0	1	1
Fourth Year, Elementary Education	1	0	1
Fourth Year, Secondary Education	2	1	3
Third Year, Elementary Education	16	12	28
Third Year, Secondary Education	0	0	0
Second Year, Elementary Education	16	13	29
Second Year, Secondary Education	0	0	0

First Year, Elementary Education	4	6	10
First Year, Secondary Education	0	0	0
Unclassified	6	4	10
	45	37	82

SUMMER TERM, 1935

Post Graduate	7	11	18
Fourth Year, Elementary Education	15	25	40
Fourth Year, Secondary Education	12	13	25
Third Year, Elementary Education	29	100	129
Third Year, Secondary Education	10	5	15
Second Year, Elementary Education	59	100	159
Second Year, Secondary Education	3	2	5
First Year, Elementary Education	9	15	24
First Year, Secondary Education	2	0	2
Unclassified	11	5	16
Special	0	1	1
	157	277	434

INTER-SESSION, 1935

Post Graduate	1	1	2
Fourth Year, Elementary Education	4	7	11
Fourth Year, Secondary Education	4	2	6
Third Year, Elementary Education	7	16	23
Third Year, Secondary Education	4	1	5
Second Year, Elementary Education	19	25	44
Second Year, Secondary Education	0	0	0
First Year, Elementary Education	1	2	3
First Year, Secondary Education	1	0	1
Unclassified	1	0	1
	42	54	96

Grand Total	381	557	938
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Counted Twice	92	116	208
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Total Number Different Students During Year	289	441	730
Number in Extension and Not in Residence	19	17	36
Total Number Resident Students	270	424	694

RESIDENT ENROLLMENT BY TERMS

	Summer 1935	Inter-session 1935	First Semester	Second Semester
Men	157	42	129	121
Women	277	54	169	156
Totals	434	96	298	277

